Remote Printing

Print and Photocopy Costs
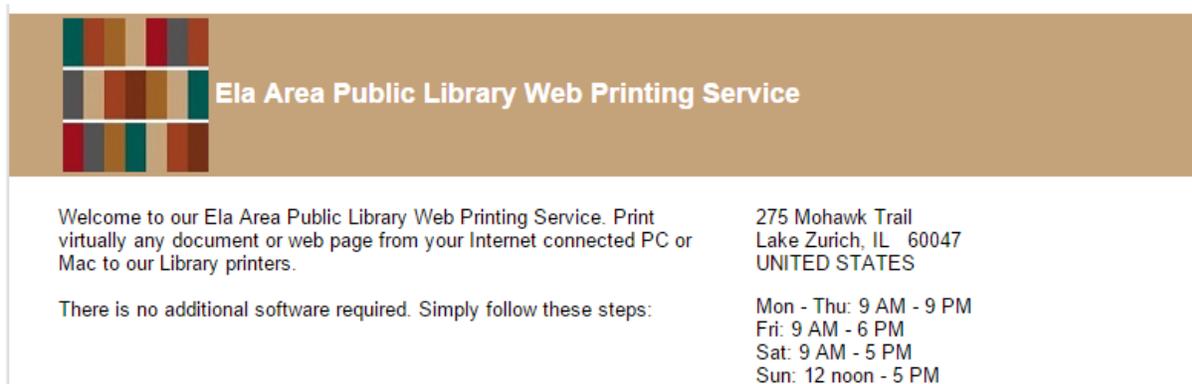
	Computer Printouts	Photocopies
Single-sided black & white page	$0.10	$0.10
Single-sided color page	$0.50	$0.50

Computer printout from the online catalog or eapl.org website - Free

* Double-sided remote printing is not available

Submitting Print Jobs Wirelessly Over the Internet

1.) In your web browser, navigate to print.eapl.org.

2.)   Select either the black and white or color printer.

3.) Enter your name. You can use any name you want. You will need to type in the same name when you pick up your printouts.
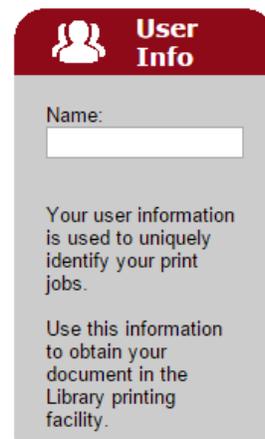
Select Document

File or URL:

[   ] [Browse...]

Browse your computer files to select the document you wish to print.
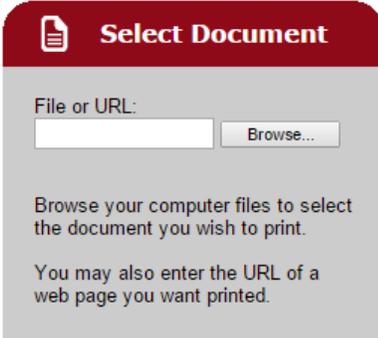
You may also enter the URL of a web page you want printed.

4.) To print a web page, type or paste the address. To print a document or file, click the **Browse** button to find and select the file you want to print.

5.) [▶] Click the arrow button to proceed.

Printing Options

Paper Size: [Letter - 8 1/2 x 11 in ▾]

Page Orientation: [As Saved ▾]

Number of copies: [1]

◉ All pages

○ Pages: [   ] - [   ] (eg, 1-6 or 3-3).

6.) Make any desired changes to your print job, such as number of copies or specific pages to print.

[▶] Click the arrow button again to proceed.

7.) Approve print job

Your print job has 1 pages.

The printer will count your pages.

Click the green printer button at the bottom to confirm and send your job.

Pricing information:

$ 0.10 /Page

To approve this job, click the Print button.
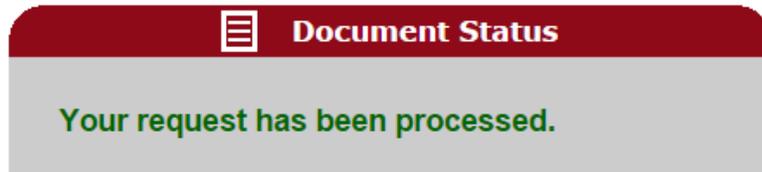
For more information about TBS Webprint, click here

TBS
TODAY'S BUSINESS SOLUTIONS, INC.

[?] [⏮] [🖨]

8.) You will see a confirmation message when your job has been submitted successfully.

Now you can come to the library any time we are open and retrieve your jobs at any print release station. Just type in the name you submitted to bring up your jobs and print them. Print jobs remain available for 12 hours once they are submitted.

Submitting Print Jobs via Email

To print an email message or attachment(s), simply forward your email to

Black and White Printer:
eapl-webprint-bw@printspots.com

Color Printer:
eapl-webprint-color@printspots.com

You will be sent a confirmation email message when your job has been processed.

Now you can come to the library any time we are open. Type in your **e-mail address** at any print release station to bring up your jobs and print them. Print jobs remain available for 12 hours once they are submitted.

Submitting Print Jobs via Mobile App

There is now an app to allow you to print from your smartphone or tablet! The PrinterOn app is available as a free download from:

- **The Apple App Store**
- **Google Play**